

SUNBURST FARMS IRRIGATION DISTRICT
Employee Handbook Committee Meeting
Sunburst Farms Irrigation District
16040 N. 43rd Avenue
Glendale, AZ 85306

June 22, 2017

MEMBERS PRESENT: Kay Lorenzen, Chairperson
Renee Breeden, Committee Member
Peggy Schwend, Committee Member
Brenda Brown, Secretary

MEMBERS ABSENT: Larry Hudson, Committee Member
Shad Ciampi, Committee Member

EMPLOYEES PRESENT: Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The meeting was called to order by Kay Lorenzen, Chairperson, at 4:29 P.M.

2. NEW BUSINESS:

A. Discuss and possible action to approve on amending employee handbook due to new Arizona State Law:

Discussion ensued between Chairperson Kay Lorenzen, Committee Members Renee Breeden and Peggy Schwend, Irrigation Manager Richard Mitten and Secretary Brenda Brown regarding the fair wages and healthy families act “Earned Paid Sick Time”, entitlement and amount, attendance, staying in compliance with State Law, District clarifying current policy, terms of use, amending current handbook, accrued sick time vs. current policy allocating three (3) days/twenty four (24) hours, effective date of the new law, Irrigation Manager tracking hourly employee’s unpaid days off, retaliation and discrimination prohibited.

DISTRICT POLICY

Employees shall be paid for up to three (3) illness days per year. Illness days shall not be scheduled (other than medical procedures and funerals), and may not be carried over beyond the 12-month period. Once all three (3) illness days have been used, if the employee is unable to work due to one of the above conditions, they will not be paid for the days not worked.

On the second occurrence (an occurrence is a partial day, a full day, or more than one consecutive day of absence) the employee will be counseled and documentation will be

placed in their file. The purpose of the counseling is to help the employee improve their attendance record.

On the third occurrence within a 12-month calendar year, the employee will be counseled and documentation will be placed in their file. They will be advised that a fourth occurrence may result in termination.

THE FAIR WAGER AND HEALTHY FAMILIES ACT

ENTITLEMENT AND AMOUNT:

Beginning July 1, 2017, employees are entitled to earned paid sick time and accrue a minimum of one hour of earned paid sick time for every 30 hours worked, subject to the following limitations:

- Employees whose employers have less than 15 employees may only accrue or use 24 hours of earned paid sick time per year.
- Employees whose employers have 15 or more employees may only accrue or use 40 hours of earned paid sick time per year.

Employers are permitted to select higher accrual and use limits.

TERMS OF USE:

Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members. *See Arizona Revised Statutes § 23-373 for more information.*

RETALIATION AND DISCRIMINATION PROHIBITED:

Employers are prohibited from discriminating against or subjecting any person to retaliation for: (1) asserting any claim or right under the Act, including requesting or using earned paid sick time; (2) assisting any person in doing so; or (3) informing any person of their rights under the Act.

MOTION

Member Peggy Schwend *made a motion to amend the Employee Handbook Attendance Policy as follows: (1) Add the “Terms of Use” according to the new Arizona State Law; (2) Prior to presenting the Committees recommendation to the Board of Directors, District will verify that the District Policy ratified on March 14, 2017 exceeds or meets the new mandate of July 1, 2017; (3) Remove the second occurrence “does not apply”; (4) change the term use from third to fourth absence and fourth to fifth absence.* Member Renee Breeden seconded the motion. **Motion Passed**, unanimously.

3. ADJOURNMENT:

Without objection, meeting adjourned at 6:02 P.M.

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Dated this _____ day of _____, 2017

Submitted by: _____
Committee Secretary

***Note:** *All attachments including correspondence in its entirety are filed with the original minutes and may be viewed at the District Office*